

Exhibition Coordinator 2020-2021

Consultant only, 20 days in 2020, 20 days in 2021
starting date: 01/04/2020

18th World Conference on Tobacco or Health (09-11 March 2021, Dublin; Ireland) – WCTOH 2021

For the period 2020 – 2021, in close collaboration with the Head of WCTOH2021 the contractor in the capacity of Exhibition coordinator would work 20 days a year in 2020 and 20 days in 2021, including 7 days onsite in Dublin in March 2021.

Tasks 2020:

- Attending the site visit to the conference venue – March/April 2020
- Prepare the proposal of the exhibition layout
- Prepare the inventory of areas and items necessary to be build including all temporary constructions such as Expo area, posters area, registration, venue dressing.
- Prepare venue dressing plan
- Prepare preliminary budget for temporary constructions and venue dressing
- Coordinate preparations of technical exhibition plan
- Prepare and manage RFP for temporary constructions supplier
- Negotiate the contract with the selected supplier
- Prepare the technical guide for exhibitors
- Liaise between the supplier and prospects who purchased exhibition space and business development team

Tasks 2021:

- Continue liaising between the supplier and prospects who purchased exhibition space and business development team
- Finalize build up and dismantling schedule for onsite build up/dismantling
- Coordinate arrival of all materials to the venue and build up/ dismantling onsite

Financial Reporting and Negotiations

- The Exhibition Coordinator will provide regular reports to the Conference Director and WCTOH 2021 Head of Project on the financial/budget management of all Exhibition costs related to venue of the conference, Cost estimates and available budget will be shared with Exhibition Coordinator from the start.
- The Exhibition Coordinator will check, negotiate and rationalise all Exhibition -related cost estimates, check invoices submitted and ensure post event invoices are supplied in a timely way, are accurate and approved.

Skills

- Clear understanding of conference Exhibition needs and what it entails from the planning stage to onsite management
- Experienced in Exhibition and practical knowledge of conferences
- Excellent management of timelines, ability to meet tight deadlines
- Practical planner
- Understanding of budgets (associated with venues a preference)
- Detail oriented mind
- Calm “make-it-happen” attitude
- Flexible team-player & ability to cope with multitasking
- Ability to deliver projects on time and on the budget
- Excellent written and communication skills in English
- Good negotiational skills

Ability and flexibility to travel globally

Languages an advantage (French/Spanish) but not essential

How to Apply:

Please send your CV and a cover letter in English, including your salary expectations to hr@theunion.org

This position will be open until a candidate has been selected for the post. Only shortlisted candidates will be contacted.